



**DEPARTMENT OF TRANSPORTATION AND
DEVELOPMENT**

_____ REFERRED FOR ACTION
 _____ ANSWER FOR MY SIGNATURE
 _____ FOR FILE
 _____ FOR YOUR INFORMATION
 _____ FOR SIGNATURE
 _____ RETURN TO ME
 _____ PLEASE SEE ME
 _____ PLEASE TELEPHONE ME
 _____ FOR APPROVAL
 _____ PLEASE ADVISE ME

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

STATE PROJECT NO.
 HIGHWAY
 ROUTE
 PARISH _____

MEMORANDUM

T O: MRS. DEBORAH MCKNEELY
 REAL ESTATE PROPERTY MANAGEMENT OFFICER

FROM:

DATE:

RE: ADVERSELY IMPACTED PROPERTY
 Parcel No.
 Owner(s)

The referenced Adversely Impacted property is being referred to your office for further handling. Attached are the following:

1. Copy of the voucher
2. Copy of recordation data
3. Copy of Act of Sale in the name of _____
4. Machine copy of the Appraisal Report on which the offer was based and the Review Sheet.
5. Full size Right of Way Sheet showing the referenced property
6. Adversely Impacted Form
7. Building Inspection Report (if not available when package transmitted, send as soon as it is available)

| | |
|--------------------------|------|
| RECOMMENDED FOR APPROVAL | DATE |
| RECOMMENDED FOR APPROVAL | DATE |
| RECOMMENDED FOR APPROVAL | DATE |
| APPROVED | DATE |

8. Proposed vacate date _____. (Attach copy of lease, if occupant will vacate improvement after 90-Day Vacate Date.)

The property is recommended for disposal by the method shown on the attached AI form.

If further information is needed, please advise.